

The HUB: Guidance and Useful Steps for Coaches.



BRITISH
TAEKWONDO

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1.0 Requirements To Become A British Taekwondo Coach

Below are our current British Taekwondo requirements to become a registered British Taekwondo Coach.

Main Club Coach

- At least 18 years of age
- Minimum of 1st Dan (photos/scans of Kukkiwon certificates to be emailed to British Taekwondo membership services department)
- Have current British Taekwondo Membership and Insurance through The Hub
- Have full disclosure checks clearance with British Taekwondo (Please email membership.services@britishtaekwondo.org for further disclosure check guidance).
- Have completed the British Taekwondo online Safeguarding course.

Assistant Club Coach

- At least 18 years of age
- Minimum of 1st Dan (photos/scans of Kukkiwon certificates to be emailed to British Taekwondo membership services department)
- Have current British Taekwondo Membership and Insurance through The Hub
- Have full disclosure checks clearance with British Taekwondo (Please email membership.services@britishtaekwondo.org for further disclosure check guidance).
- Have completed the British Taekwondo online Safeguarding course.

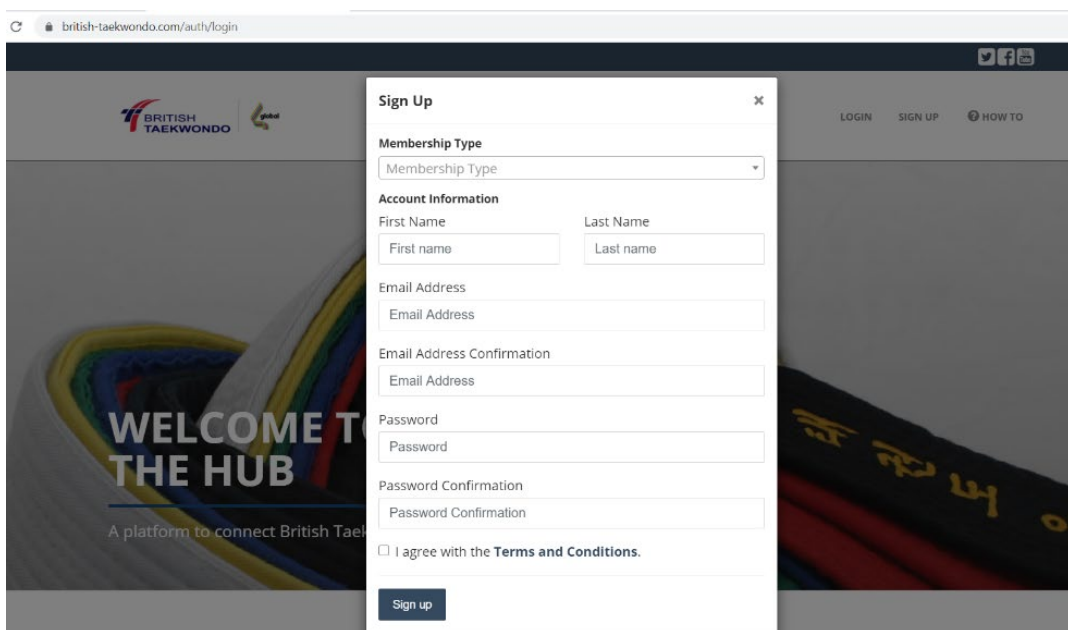
Junior Assistant Club Coach (can only instruct under supervision)

- 16 – 17 years of age
- Minimum of 1st Dan (photos/scans of Kukkiwon certificates to be emailed to British Taekwondo membership services department)
- Have current British Taekwondo Membership and Insurance through The Hub
- Have full disclosure checks clearance with British Taekwondo (Please email membership.services@britishtaekwondo.org for further disclosure check guidance).

2.0 Creating Your 'Coach' Profile On 'The Hub'

Below are the steps to follow to create your coach Hub profile.

- Please click on this link www.british-taekwondo.com to reach our British Taekwondo Hub registration page.
- Click 'Sign Up'
- Select 'Instructor' from the drop-down menu and enter all of the required details and click 'Submit'
- You will then receive a verification email to complete the set-up of your profile
- Once you have clicked on the verification link, you will be able to log into your new profile in The Hub and complete the set-up of you member profile



The screenshot shows a web browser window with the URL british-taekwondo.com/auth/login. The page features the British Taekwondo logo and a navigation menu with 'LOGIN', 'SIGN UP', and 'HOW TO'. A 'Sign Up' modal form is displayed in the center, containing the following fields and options:

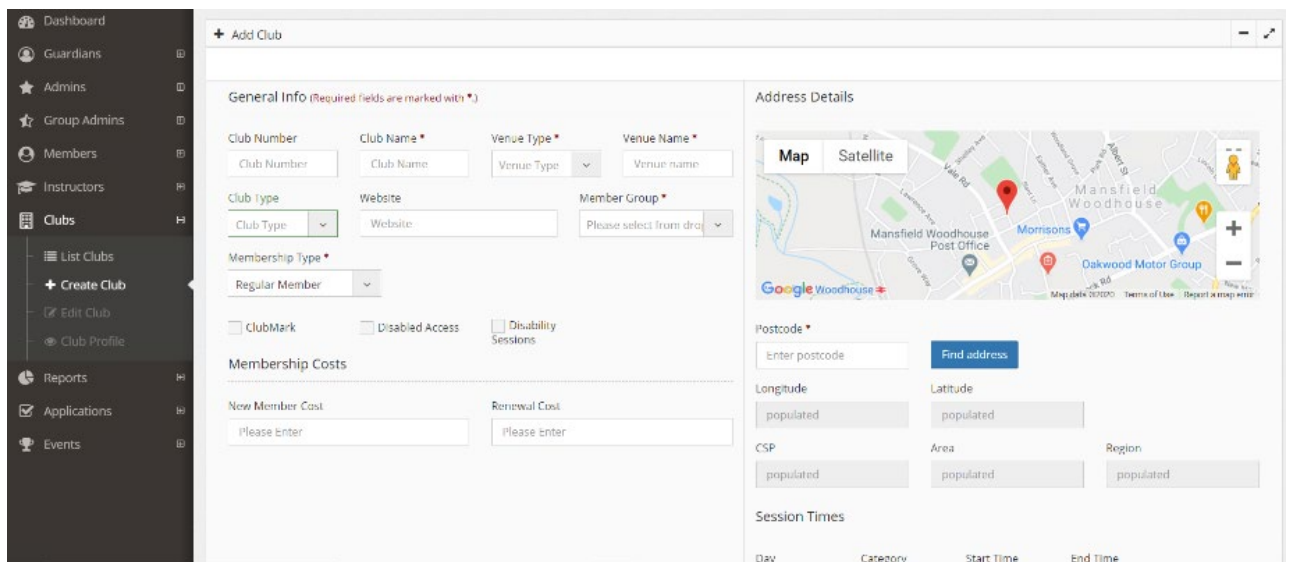
- Membership Type:** A dropdown menu with 'Membership Type' selected.
- Account Information:**
 - First Name:** Input field with 'First name' placeholder.
 - Last Name:** Input field with 'Last name' placeholder.
 - Email Address:** Input field with 'Email Address' placeholder.
 - Email Address Confirmation:** Input field with 'Email Address' placeholder.
 - Password:** Input field with 'Password' placeholder.
 - Password Confirmation:** Input field with 'Password Confirmation' placeholder.
- I agree with the [Terms and Conditions](#).
- Sign up** button.

Please note: Instructors **MUST NOT** deliver any sessions until they have **full disclosure check clearance** with British Taekwondo **and** have current **British Taekwondo Membership and Insurance**.

3.0 How To Register Your Club In The Hub

Below are the steps to follow to create your BT club:

1. Log into your Hub profile and find the heading 'Clubs' on the left hand-side of your profile page
2. Click on 'Clubs' followed by 'Create Club'
3. On the next page you will need to enter all of the required details. Once completed click 'Submit' at the bottom of the page to save your club profile



+ Add Club

General Info (Required fields are marked with *)

Club Number Club Name * Venue Type * Venue Name *

Club type Website Member Group *

Membership Type *

ClubMark Disabled Access Disability Sessions

Membership Costs

New Member Cost Renewal Cost

Address Details

Map Satellite

Postcode *

Longitude Latitude

CSP Area Region

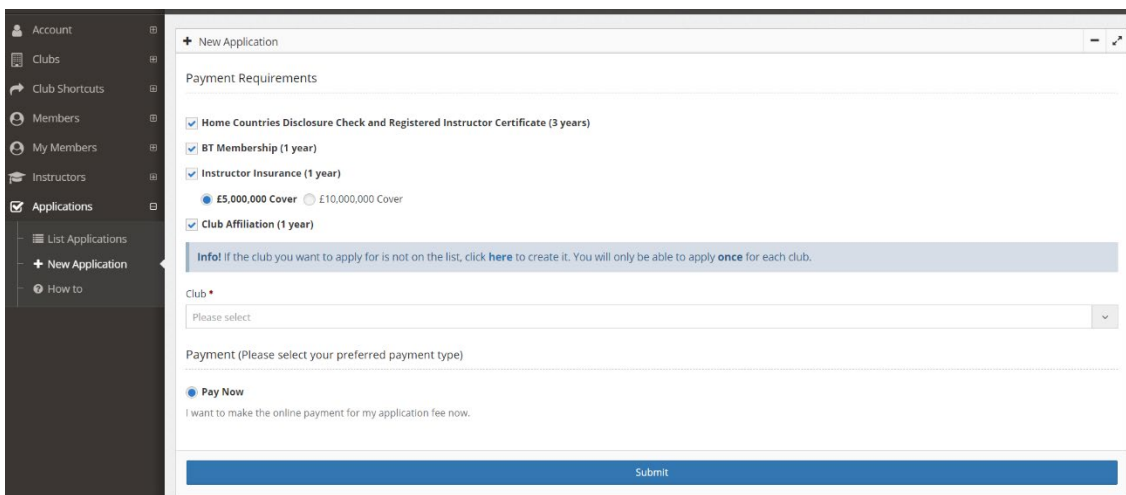
Session Times

Day Category Start Time End Time

4.0 Paying for Your Own Membership/Insurance/Disclosure Check/Club Affiliation

Below are the steps to follow to pay for your coach applications:

1. Log into your account in The Hub
2. Look at the black drop-down menu on the left-hand side of your screen. Click on 'Applications' followed by 'New Application'
3. On the next page, the applications page, you will be able to see any applications that require a payment or are due for renewal. You can then select the applications you wish to pay for by ticking or unticking the tick boxes. Once you are happy with your selection, you will need to press 'Submit'
4. On the next page, you will be asked to make the payment online via PayPal or SagePay (using a Credit or Debit Card)



Please note: Once a payment has been made from your profile, British Taekwondo will need to approve of the application(s) before they go live onto your profile. This may take up to 24 hours to action before your applications are updated on your Hub profile.

5.0 Using The Hub To Add Members (Lead Coaches only)

Below are the steps to follow to add a member to your club account:

1. Log into your account in The Hub
2. Look at the black drop-down menu on the left-hand side of the screen and click on 'Members' followed by 'Create Members'. **DO NOT click on 'My Members', as this section is for any member who shares the same personal details as yourself (e.g. family members)**
3. On the next page you will need to enter all of the required details. Once completed click 'Submit' at the bottom of the page to save your member's details
4. We now advise that you pass on the login details for your members account to the member themselves so that they can access their own account

Please note: Once a member has been created they will show under your active members list and their membership application will automatically appear in your payment box (steps for member payments are further through this guide).

Members can create their own profiles if they so wish. They will need to follow the steps on page 4 of this guide and select '**member**' instead of 'instructor'. Alternatively, they should refer to the "The Hub Guide for Members and Parents" for more information.

6.0 Using The Hub To Add Instructors (Lead Coaches only)

Below are the steps to follow to add a coach to your club account:







1. Log into your account in The Hub
2. Look at the black drop-down menu on the left-hand side of the screen and click on 'Instructors' followed by 'Create Instructor'
3. On the next page you will need to enter all of the required details. Once completed click 'Submit' at the bottom of the page to save your instructor's details
4. We now advise that you pass on the login details for your coach's account to the coach themselves so that they can access their own account

Please note: Once a coach has been created they will show under your active instructors list. Steps for coach payments are further through this guide.

7.0 Submitting a Membership Renewal Application For Your Members

As the lead instructor of a British Taekwondo club, you can renew your student's memberships on their behalf by using the following process:

1. Login to your Hub profile
2. Find the member under your members list (click on 'Members' followed by 'List Members')
3. Look under the actions section and click on the green 'Renew' button for this member, this will take the member to your 'Awaiting Payment Applications' section. For payment information, there are more steps further through this guide

	Emily Moore	24-11-1994	1365942	Kicksister	30-09-2019	Rhiannon Prestage Kicksister	Never	    	
Showing 1 to 2 of 2 entries (filtered from 15,491 total entries)									
							Previous	1	Next

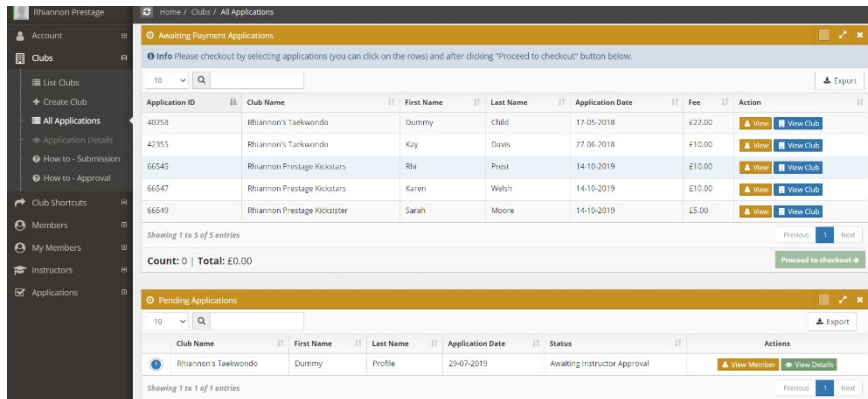
8.0 Processing Payments for Members:

Below are the steps to follow to process payments for your members:

1. Login to your Hub profile
2. Click on 'Clubs' followed by 'All Applications'
3. Scroll down on this page to the section that is called 'Awaiting Payment Applications'. You will then find the members who have their membership renewal applications submitted, in this section

(If members themselves have gone into The Hub to submit their membership applications, they will appear in the section just below 'Pending Applications'. Here you will need to click on 'View Details' and then either approve or decline their membership application. If approved, they will then move up to the awaiting payments once you have done this. If deleted, they will be removed from your payment page)

4. Now click on the names that you would like to pay for, so that they turn a dark grey
5. Then click on the green button which says 'Proceed to Checkout'
6. On the next page, you will be asked to make the payment online via PayPal or WorldPay



Application ID	Club Name	First Name	Last Name	Application Date	Fee	Action
40258	Rhiannon's Taekwondo	Dummy	Child	17-05-2018	£22.00	View View Club
42355	Rhiannon's Taekwondo	Kay	Davis	27-06-2018	£10.00	View View Club
66545	Rhiannon Prestige Kickstars	Rhi	Prest	14-10-2019	£10.00	View View Club
66547	Rhiannon Prestige Kickstars	Karen	Welsh	14-10-2019	£10.00	View View Club
66549	Rhiannon Prestige Kickstar	Sarah	Moore	14-10-2019	£5.00	View View Club

Showing 1 to 5 of 5 entries

Count: 0 | Total: £0.00

[Proceed to checkout](#)

9.0 Renewing Membership/Insurance/Disclosure Check for your Coach

The following process can be used by lead instructors to renew license's for instructors:

1. Login to your Hub profile
2. Find the coach under your instructors list (click on 'Instructor' followed by 'List Instructors')
3. Look under the actions section and click on the black 'impersonate' button for this coach
4. From here you will be able to renew/pay for any applications for the selected coach, as you would for yourself via the following steps: 'Applications' followed by 'New Application', click submit at the bottom and then this will then take you to the payment page.

Once you have processed the application, remember to click **stop impersonating** which will be in the top right corner of the page. This will then take you back to your own profile.

Please note: Once a payment has been made from your profile, British Taekwondo will need to approve of the application(s) before they go live onto your profile. This may take up to 24 hours to action before your applications are updated on your Hub profile.

10.0 Moving Members Between Your Own Clubs

If you are the lead instructor of a number of clubs, you are able to move your members between these clubs by using the following steps:

1. Log into your Hub profile
2. Look at the black drop-down menu on the left-hand side of the screen, click on 'Members', followed by 'List Members'

3. Find the member you wish to move between two of your clubs. Look under the actions section and click on the blue 'Edit' button next to this member's name
4. This will take you to a page where you can edit your members details. One of the first options on this page will say 'Clubs', with a drop-down menu under it. Click on this drop-down menu and select the club you would like your member to be showing under
5. Scroll down to the bottom of the page and click 'Submit'

Please Note: If you do not press the 'Submit' button, this change will not be saved.

11.0 Transferring Your Member To another Coaches Club

If one of your members wishes to change clubs or a new member wishes to join your club, they will need to email membership.services@britishtaekwondo.org the following information to request this change:

1. Send a written request (letter or email) to British Taekwondo membership services including name, membership number and date of birth
2. Provide details of the existing club and the club you wish to transfer your membership to
3. State the reason(s) for wishing to leave

If the individual membership is for a child or vulnerable adult, then the parent or legal guardian with responsibility and access to the membership profile on the hub should contact membership services.

Please also make sure you read our 'Transfer of Membership' policy

(<https://www.britishtaekwondo.org.uk/wp-content/uploads/2014/12/Transfer-of-membership-policy.pdf>).

12.0 Updating A Member's Login Details

If you are the lead instructor of a British Taekwondo club, you are able to change the login details for any of your members by using the following steps:

1. Log into your Hub profile
2. Look at the black drop-down menu on the left-hand side of the screen, click on 'Members', followed by 'List Members'

3. Find the member you wish to change the login details for. Look under the actions section and click on the blue 'Edit' button next to this member's name
4. This will take you to a page where you can edit your members details. Once edited, make sure you scroll down to the bottom of the page and click 'Submit'.

Please Note: If you do not press the 'Submit' button, this change will not be saved.

13.0 Converting A Member To A Coach

In order to convert one of your member's profiles to an 'Instructor' profile, British Taekwondo will require the following information;

- Photos/scans of their Dan Certificates (Kukkiwon only) via email
- Name and Membership No. of member to be converted
- Type of Coach – 'Lead' or 'Assistant' and 'Paid' or 'Volunteer'
- Full name of the club they will be instructing at
- The email address they would like to use for login, disclosure and communication purposes

Please send this information to membership.services@britishtaekwondo.org.

Once British Taekwondo has this information, we will convert their 'Member' profile to an 'Instructor' profile.

In order to apply for British Taekwondo coach insurance and disclosure check (if based in England or Wales), this payment will need to be made **through the Hub**. Please follow the steps as set out in section 9.0 on page 9.

Once the payment has gone through, British Taekwondo will receive the notification and will create an online DBS application for your coach using their name and email address from their Hub profile. Your coach will then receive two emails; one with their online disclosure application link and one with more information from British Taekwondo regarding the ID verification checks.

Please note, for coaches based in **Northern Ireland, Scotland or Gibraltar**, to apply for a disclosure check please contact membership services at membership.services@britishtaekwondo.org and our membership officer will put you in contact with our respective lead signatories.

For any assistance with the disclosure check process, please contact membership.services@britishtaekwondo.org and our membership officer will be able to assist you.

Please note: Coaches are **not permitted nor insured** to instruct until they have received their full Disclosure Check clearance or have written permission from British Taekwondo whilst they have a valid Disclosure Check application in progress.